

COMMUNICATION SKILL PRACTICAL

WORKSHEETS

SUBMITTED BY

Name:

Register No:

Branch:

Semester:

Worksheet - Experiment: 1

Date:

Listening to Speeches by Great Speakers

a) Listen to the following speech and take down notes:

I am happy to join with you today in what will go down in history as the greatest demonstration for freedom in the history of our nation. Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity. But one hundred years later, the Negro still is not free. One hundred years later, the life of the Negro is still sadly crippled by the manacles of segregation and the chains of discrimination. One hundred years later, the Negro lives on a lonely island of poverty.

I have a dream that one day this nation will rise up and live out the true meaning of its creed: "We hold these truths to be self-evident, that all men are created equal." I have a dream that one day on the red hills of Georgia, the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood. I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice. I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character. I have a *dream* today!

I have a dream that one day, down in Alabama, with its vicious racists, with its governor having his lips dripping with the words of "interposition" and "nullification" -- one day right there in Alabama little black boys and black girls will be able to join hands with little white boys and white girls as sisters and brothers. I have a *dream* today! I have a dream that one day every valley shall be exalted, and every hill and mountain shall be made low, the rough places will be made plain, and the crooked places will be made straight; "and the glory of the Lord shall be revealed and all flesh shall see it together." This is our hope, and this is the faith that I go back to the South with. With this faith, we will be able to hew out of the mountain of despair a stone of hope. With this faith, we will be able to transform the jangling discords of our nation into a beautiful symphony of brotherhood. With this faith, we will be able to work together, to pray together, to struggle together, to go to jail together, to stand up for freedom together, knowing that we will be free one day. Let freedom ring from the mighty mountains of New York. Let freedom ring from the heightening Alleghenies of Pennsylvania. Let freedom ring from the snow-capped Rockies of Colorado. Let freedom ring from the curvaceous slopes of California.

Notes:

b) Listen to the following TV News and take down notes:

And Let's now move on to look at the covid19 impact on India. The total covid 19 recovery cases in India has crossed 9 lakhs as over 30000 recoveries were recorded for the fourth successive day. Country's Covid 19 fatality rate has been progressively falling and currently stands at 2.28 % which is among the lowest in the world. The government has attributed them to the fact to aggressive testing and effective containment strategy. For there, India has also created and maintained a new high of more than 5 lakh covid 19 tests conducted in a single day over the two consecutive days. On 26th of this Month India had tested a total of 515000 samples and on 27th a total of 528000 samples were tested. And look now at the worst affected states. As of covid 19 in the country, in Maharashtra, 8706 patients were discharged yesterday where the recovery rate currently standing at 57.84 percent. 7924 new cases were reported while 227 covid19 deaths were reported in the past 24 hours in the state. The case of fatality rate in the state stands at 3.62 %. In Tamil Nadu records, 6993 persons tested positive for covid 19 yesterday, 77 deaths were reported while 5723 patients were discharged in the past 24 hours. The total number of cases in Tamil Nadu so far stands at 220716. In Delhi the recovery rates stands at 88.68 per cent. The national capital recorded 613 new cases of infections while 26 patients died in the past 24 hours. 1497 patients were recovered in the last 24 hours. And let's now take a look at the lock down status of various states across the country. In Kerala a committee headed by chief secretary has been constituted to study the situation in the state capital Thiruvananthapuram. Currently there is a lock down in force in Thiruvananthapuram in view of the rising covid 19 cases. The chief minister Pinarayi Vijayan has clarified that any relaxation in the lock down restriction will be taken up after considering the report of the committee. Noting that the rate of virus spread is on the rise, he said, the government is working on long term measures to stem the trend. And in Shillong which went into 72 hour lockdown beginning from yesterday amid the covid 19 infection in the state. Around 13 localities have already been declared containment zones.

Notes:

Worksheet - Experiment: 2

Date:

Listening to Short Stories

a) Listen to the following short story and answer the questions:

Once when the king Krishnadevaraya was sitting in the court, he heard some voices outside. “What’s that commotion outside? Guard find out?” A guard returned with the village headman. “Your majesty! Please help us. The village is flooded with the rats. We are suffering a big loss because of the rats. They destroy our fields. Please do something and save us my lord.” “Ok. Let me discuss with our ministers and find out a way to get rid of the rats.”

The next day king and the ministers discussed about the matter. “Do anyone of you have a suggestion for the problem?” “Yes my lord! We can give a cat to each family. As we know, cats eat rats.” “But how the poor people will feed the cat?” “No problem we will give a cow along with the cat. The cow’s milk should be given to the cats.” Next day a cat and a cow were sent to each family. Like everyone, even Tenali too received a cat and a cow. Everyone poured the milk to the cat and within few days the cats became plump and healthy. What a dumb idea? I will not give milk to the cat. Raman thought of a plan. He went inside and bought milk in a plate. It was very very hot. He placed it before the cat. The cat eagerly licked the milk. The moment it licked the milk it jumped and ran off shouting. Raman next day placed a plate of milk before the cat. The moment the cat saw the milk, it ran away. Instead of cat, Raman and his family had a feast with that milk everyday.

Months passed. “I would like to see the cats that I have given. Tomorrow everyone has to come with their cat.” The next day, as King ordered everyone lined up with their cats, “Good, good. Everyone’s cat is looking good and healthy.” But the king was shocked to see Tenali’s cat. “Raman what happened? Your cat is very lean.” “What to do my lord? It is not drinking the milk. The moment it sees the milk, it is running away. I am helpless.” “I don’t believe it. A cat hates milk? It is impossible.” “My lord, you can check for yourself.” “Guard, can you bring me some milk?” Guard brought milk. The moment the cat saw the milk, it jumped from the Raman’s hand and ran away. “Guards, catch it.” A Guard brought the cat. “Open its mouth and let me check it.” The king examined. “Ah! The tongue has got blisters. Now I got it. Raman you would have given hot milk to the cat. That’s the reason the cat is running away from the milk.” “My lord, please forgive me. I would like to say that it is the duty of the king to take care of the people. The milk should be given to the people and not to the cat. Moreover, only the cat with empty stomach will hunt for rats. If stomach is filled with milk, it is not going to hunt for the rats. The purpose itself is defeated. I realize the truth. The king as usual gave a bag of gold coins to Raman. Twelve.

Questions:

1. What is the name of the King?
2. Who destroyed the fields in the village?

3. Why was a cow given to each family?
a) to help the farmers b) to feed the cat c) to save the fields
4. What did Tanali Raman give to the cat when it became plump?
a) biscuits b) rats c) hot milk
5. Why did the king give a gift to Tenali Raman?
a) he was his relative b) he made the king realize his mistake c) he was sincere

b) Listen to the following short story and answer the questions:

Late one evening as the Emperor was about to wind up his official work, a guard entered the court. "What is the matter?" "Your Majesty! a pandit from the south is here to see you and Birbal." What does he want?" "He's heard a lot about your wisdom and Birbal's wit. So he is here to ask Birbal a few questions." "At this hour? We are about to retire from the day's work. Hmm, but one should not disappoint a learned Pandit. Allow him in" Akbar turned to Birbal and said, "It's been a hard day at court, Birbal, be quick with this man." "Yes, your majesty!" The pandit entered the court. "Accept my greetings Your Highness." "Welcome, oh great one. Heard, that you want to ask some questions." "Yes, Your Highness!" "Proceed."

The pandit turned to Birbal. "O wise Birbal, would you like to answer a hundred easy questions or just a single difficult question?" "The Emperor is in no mood to sit through hundred questions. Let me opt for a single question. Panditji, please ask me a single difficult question." "All right, the question is - which came first, the hen or the egg?" The moment the question was asked, Birbal had the answer. "The hen, of course." The pandit was not happy as he thought that he had cornered Birbal. "How can you be so sure?" "That, I'm afraid, is your second question Panditji. We had agreed to answer only one question. The Pandit stood admiring Birbal's wit – of which he had only heard before. "I am proud of you Birbal. I cherish and value your loyalty and selfless service rendered to our kingdom."

Questions:

1. When did the pandit come to Akbar's court?
a) in the morning b) in the evening c) in the afternoon
2. What are the two options given by the pandit?
3. Why did Birbal choose the single difficult question?
4. What is the question asked by the pandit?
5. How did Birbal defeat the pandit?

a) by his witty reply b) by his fight c) by his hardwork

Worksheet - Experiment : 3

Date:

Listening to Indian / British / American English

a) Listen to the following Indian English audio and fill in the blanks:

You should stand for a culture of excellence, the excellence not by accident. It's the process where an individual, continuously tries to better oneself. The performance standards are set by themselves. They work on their dreams with focus and are prepared to take calculated risk and do not get deterred by failures as they move towards their dreams. Then they step up their dreams as they tend to reach the original targets. They strive to work to their potential. In the process, they increase their performance, thereby multiplying further their potential. This is an unending lifecycle phenomenon culture of excellence. They are not in competition with anyone else but themselves, that is a culture of excellence. I am sure, each one of you will aspire to become unique with culture of excellence. I learnt every youth wants to be unique. That is you. But the world around you, is doing its best day and night to make you just everybody else. Question in, "whether you want to be you or everybody else?" Being like everybody else is convenient at the first glance but not satisfying in the long vision. The challenge, therefore my young friends, is that, you have to fight the hardest battle, which any human being can ever imagine to fight and never stop fighting until you arrive at your destined place, that is the unique you. To get the unique you is a big battle, the battle means you don't need to take a gun, the battle means you have to have four unique things, four unique tools you must have in that battle. One is you have to set the goal. The second one is, acquire the knowledge continuously and third one is hard work with devotion and fourth is perseverance. Where there is righteousness in the heart, there is beauty in the character. When there is beauty in the character, there is harmony in the home. When there is harmony in the home, there is an order in the nation. When there is order in the nation, there is peace in the world. Question in, "Whether you want to be you, or everybody else?"

Questions:

1. They strive to work to their _____.
2. I learnt every youth wants to be _____
3. Being like everybody else is _____
4. The battle means, you don't need to take _____
5. Third one is hard work with _____

b) Listen to the following British English audio and fill in the blanks:

I was appointed six months ago and the more I have spoken about feminism, the more I have realized that fighting for women's rights has too often become synonymous with man-hating. If there is one thing I know for certain, it is that this has to stop. For the record, feminism by definition is the belief that men and women should have equal rights and opportunities. It is the theory of the political, economic and social equality of the sexes. I started questioning gender-based assumptions a long time ago. When I was eight, I was confused to being called "bossy" because I wanted to direct the plays we would put on for our parents but the boys were not. When at 14, I started being sexualized by certain elements of media. When at 15, my girlfriends started dropping out of their sports teams because they didn't want to appear "muscly". When at 18, my male friends were unable to express their feelings. I decided that I was a feminist and this seemed uncomplicated to me. But my recent research has shown me that feminism has become an unpopular word. Women are choosing not to identify as feminists. Apparently I am among the ranks of women whose expressions are seen as too strong, too aggressive, isolating, anti-men, unattractive. Why has the world become such an uncomfortable one? I am from Britain and I think it is right that as a woman I am paid the same as my male counterparts. I think, it is right that I should be able to make decisions about my own body. I think, it is right that women be involved on my behalf in the policies and decisions that will affect my life. I think, it is right that socially I am afforded the same respect as men. But sadly, I can say that there is no one country in the world where all women can expect to receive these rights. No country in the world can yet say that they have achieved gender equality. Thank you very much.

Questions:

1. Fighting for women's rights has too often become synonymous with _____
2. I decided that I was a _____
3. Why has the world become such an _____ one?
4. I am from _____

5. I should be able to make _____ about my own body.

Worksheet - Experiment: 4

Date:

Reading Tongue Twisters

Read the following Tongue Twisters as fast as possible:

1. . "Surely Sylvia swims!" shrieked Sammy surprised. "Someone should show Sylvia some strokes so she shall not sink."
2. A really leery Larry rolls readily to the road.
3. Rory's lawn rake rarely rakes really right.
4. Lucky rabbits like to cause a ruckus.
5. I looked right at Larry's rally and left in a hurry.
6. Round and round the rugged rocks the ragged rascal ran.
7. The thirty-three thieves thought that they thrilled the throne throughout Thursday.
8. Imagine an imaginary menagerie manager managing an imaginary menagerie.
9. Rory the warrior and Roger the worrier were reared wrongly in a rural brewery.
10. Send toast to ten tense stout saints' ten tall tents.
11. I scream, you scream, We all scream for ice cream.
12. If you notice this notice, you will notice that this notice is not worth noticing.
13. I wish to wish the wish you wish to wish, but if you wish the wish the witch wishes, I won't wish the wish you wish to wish.
14. A big black bug bit a big black dog on his big black nose!
15. Mr. Tongue Twister tried to train his tongue to twist and turn to learn the letter "T".
16. Find a kind mind to wind and bind you with the kind mind like a wind.

17. How many cookies could a good cook cook if a good cook could cook cookies?
18. We should fight for our rights as fight is might.
19. Can you can a can as a canner can can a can?
20. Lesser leather never weathered wetter weather better.
21. You know New York, you need New York, you know you need unique New York
22. I saw a kitten eating chicken in the kitchen
23. If a dog chews shoes, whose shoes does he choose?
24. I thought I thought of thinking of thanking you
25. I wish to wash my Irish wristwatch

Worksheet - Experiment: 5

Date:

Reading English Newspapers:

a) Read the given newspaper passage with proper intonation:

U.S. sheds 1.4 lakh jobs as COVID-19 cases surge

Dec.'s job losses first in eight months

REUTERS
WASHINGTON

The U.S. economy shed jobs for the first time in eight months in December as the country buckled under an onslaught of COVID-19 infections, suggesting a significant loss of momentum that could temporarily stall recovery from the pandemic.

Non-farm payrolls decreased by 1,40,000 jobs last month, the Labor Department said on Friday. Data for November was revised up to show 3,36,000 jobs added instead of 2,45,000 as previously reported.

Backstop buffer
The economy has recovered just over half of the 22.2 million jobs lost in March and April.

The unemployment rate was at 6.7% in December.

Despite the labour market weakness, the economy



is unlikely to fall back into recession, with a backstop of nearly \$900 billion in additional pandemic relief approved by the government last week.

More fiscal stimulus is expected now that the Democrats have gained control of Senate, boosting the prospects for President-elect Joe Biden's legislative agenda.

There is also optimism that the roll out of coronavirus vaccines will be better coordinated under the Biden administration.

b) Read the given newspaper passage with proper intonation:



Worksheet - Experiment: 6

Date:

Frequently mispronounced words

Pronounce the following commonly mispronounced words rightly.

1. Liable
2. Niche
3. Pizza
4. Often
5. Pronunciation
6. Dengue
7. Sour
8. Regime
9. Data
10. Video
11. Transient
12. Bury
13. Coupon

14. Picture
15. Asthma
16. Women
17. Debris
18. Monk
19. Mischievous
20. Receipt
21. Determine
22. Breakfast
23. Wednesday
24. Debut
25. Zebra

Worksheet - Experiment: 7

Date:

Making Polite Expressions

Make polite expressions for the following contexts provided:

1. Greetings:

- a) How will you greet your friend during their achievements in sports/exams?

- b) How will you greet somebody before taking up new initiatives/ interviews/exams?

2. Requests

- a) Make a request to your friend for a book.

- b) How will you request your manager for leave?

3. Thanking

- a) How will you thank your teacher for his help?

- b) How will you respond to somebody for their thanks?

6. Coming together is the beginning, keeping together is progress, working together is success.
– **Henry Ford**
7. What we know is a drop. What we don't know is an ocean. – **Sir Issac Newton**
8. To every action there is always an equal and opposite or contrary reaction.
– **Sir Issac Newton**
9. Intelligence plus character - that is the goal of true education – **Martin Luther king**
10. Happiness is when what you think, what you say, and what you do are in harmony.
– **Martin Luther king**
11. Be the change that you wish to see in the world. – **Mahatma Gandhi**
12. A man is but a product of his thoughts. What he thinks, he becomes.
– **Mahatma Gandhi**
13. If man neglects education, he walks lame to the end of his life. – **Plato**
14. I have not failed. I've just found thousand ways that won't work.
– **Thomas Alva Edison**
15. A man who dares to waste one hour of time has not discovered the value of life.
– **Charles Darwin**
16. Anything that makes weak- physically, intellectually and spiritually, reject it as poison.
– **Swami Vivekananda**
17. Arise! awake! and stop not till the goal is reached.
– **Swami Vivekananda**
18. A man is not poor without a rupee but a man is really poor without a dream and ambition.
– **Winston Churchill**
19. Success is not final, failure is not fatal: it is the courage to continue that counts.
– **Winston Churchill**
20. Failure comes only when we forget our ideals and objectives and principles.
– **Pandit Jawaharlal Nehru**
21. “The first step toward success is taken when you refuse to be a captive of the environment in which you first find yourself.” – **Mark Caine**
22. “When I dare to be powerful – to use my strength in the service of my vision, then it becomes less and less important whether I am afraid.” – **Audre Lorde**
23. “Let us always meet each other with smile, for the smile is the beginning of love.”

– **Mother Teresa**

24. “Remember that the happiest people are not those getting more, but those giving more
– **H. Jackson Brown, Jr.**

25. “Your time is limited, so don’t waste it living someone else’s life. Don’t be trapped by dogma – which is living with the results of other people’s thinking.” – **Steve Jobs**

Worksheet - Experiment: 10

Date:

Face to Face Conversation

Attempt a face to face conversation on the following situations(with minimum of five exchanges):

a) Conversation between Teacher and Student:

Student:

Teacher:

Student:

Teacher:

Student:

Teacher:

Student:

Teacher:

Student:

Teacher:

2. Conversation between Conductor and Passenger:

Conductor:

Passenger:

Conductor:

Passenger:

Conductor:

Passenger:

Conductor:

Passenger:

Conductor:

Worksheet - Experiment: 11

Date:

Use of Thought Fillers

1. _____, tomorrow is a holiday, we can't go to bank.
2. No, no, _____, he has money. But he is out of station now.
3. _____, what shall we do now?
4. _____, I'm a family man now. I can't afford that much amount.
5. She is, _____ still a very good actress waiting for the right movie to express her potentiality.
6. _____, I don't know what happened. I was just working on my computer.

7. You have got this promotion by recommendation. _____, congratulations on your success.
8. _____, I can't believe my eyes. Is it you who did it?
9. Why is he leaving suddenly? _____ he is not interested in this topic.
10. _____, smart phones have made the potential youth very lazy.
11. _____, he is a gentle man. But I don't know why they are speaking ill of him.
12. _____, we don't have enough money to continue our project.
13. It is expensive. _____, its quality and design is worth several thousands.
14. It is a good decision. _____, we can also consult experts in this field.
15. _____, we can divide ourselves into small groups and then start our work.
16. _____, what are we going to do next?
17. Is there any park nearby? _____, yes, there is one next to the LIC building.
18. _____, there are many more ways to do this. Why are you in a hurry?
19. Hello this is not the thing I want. _____, let me explain...
20. I will be coming back soon, _____
21. _____, the benefit should go to the needy without fail.
22. What do you think about this advertising idea? _____ it is that it sounds good but looks less attractive.
23. I _____ wanted to know whether you will be free to talk about an insurance policy.
24. _____ I forgot to tell you about my new business.
25. How was the movie? Well, how to say, it's _____ a horror movie.

Worksheet - Experiment: 12

Date:

Completing an Incomplete Story

a) **Complete the following story by adding three more lines, a title and a moral to it.**

"I don't think, it is right." said the scared mother.

She was sitting on the rear seat of the car. But father sitting near his driving son calmly said,

"No doing means no experience. I know, he can."

The excited daughter seeing his brother drive for the first time wondered and said,

"Daddy, let's give him a treat if he brings us back safely."

The father had taken a risk. Yes, he had risked the lives of all in the car..."

Answer:

Title:

Moral: _____

b) Complete the following story by adding three more lines, a title and a moral to it.

A little boy used to tell lies frequently. His parents used to warn him several times but he never had a mind to change his nature. He found a lot of fun in befooling others. One day the boy cried, "Lion, Lion, Lion...help me" All neighbours came rushing for help. But, there was no lion. It was just the boy's play. They scolded him and went back to work. On the next day, the boy did the same. All came and cursed him when they got disappointed again. On the third day, the boy was really shocked to see a lion coming towards him now. He started crying in the same way. But nobody came. The boy was scared and said to himself, "Oh my God, they are thinking it is my mischief."

Answer:

Title:

Moral: _____

Worksheet- Experiment: 13

Date:

Non-Verbal Communication

1. What is the definition of nonverbal communication?

2. Why is body language important?

3. What are the Types of Nonverbal Communication?

4. What is the difference between verbal and non-verbal communication?

5. How can I improve my verbal and nonverbal communication skills?